



California Consumer Privacy Act/ California Privacy Rights Act

Our Privacy Policy was last updated on 10/30/2024.

This Privacy Policy describes our policies and procedures on the collection, use and disclosure of your information. This tells you about your privacy rights and how the law protects you.

This Privacy Policy describes how PMCS Group, Inc., handles personal information:

- From visitors to our website or web-based applications (“Websites”)
- Contacts with our clients and/or prospective clients
- From any other individual about whom PMCS Group, Inc. obtains personal information in the provision of legal services to our clients (“Client Services”)
- From those who apply to work for us

The items outlined above are collectively called “Services”. PMCS Group, Inc., firms may have their own Privacy Policies that govern their collection and use of personal information in the provision of their services.

If you are a Resident of California, please review the Additional Information Regarding California section below.

Information We Collect About You

For the purposes of this Privacy Policy, Personal Information is information that relates to an identified or identifiable person, whether alone or in combination with other information. PMCS Group, Inc. collects the following types of Personal Information:

- **Contact and Basic Information:** name, title, phone numbers, organization, job responsibilities, gender, mailing address, and email address.
- **Registration Information** such as information necessary to process or respond to newsletter requests, event/seminar registration requests to download information, and usernames/passwords.
- **Compliance Data:** government identifiers, passports or other identification documents, date of birth, beneficial ownership, and due diligence data.
- **Special Categories:** in limited circumstances, PMCS Group, Inc. receives special categories of Personal Information as is necessary for a specific service we are providing to you, or any other organization you may be affiliated with. Examples of Special Categories include social security numbers, religious or other beliefs, racial or ethnic origin, sexual orientation and health data.
- **Client Service Information:** Personal Information received from clients regarding our employees or other individuals known to clients, invoicing details and payment history, and client feedback.
- **Job Applicant Data:** Data provided by job applicants or others on our website or offline in connection with employment opportunities.

Sources of Personal Information

PMCS Group, Inc. may collect Personal Information from a variety of sources, including:

- Through our provision of Services, for example, when you register for a seminar, enter into a contractual relationship for Services, visit our websites or networks, apply for a job, send us communications, or call or visit our PMCS Group, Inc. office.
- From other sources including:
 - Court documents and filings
 - Our clients
 - Social media
 - Benefits

PMCS Group, Inc. needs to collect Personal Information in order to provide the requested Services to you or to We



provide Services to our clients. If you do not provide the information requested, we may not be able to provide the Services. Where PMCS Group, Inc., receives Personal Information from its clients or customers about employees or other individuals, the client is responsible for ensuring that any such Personal Information is transferred to us in compliance with applicable data protection laws and regulations.

Uses of Personal Information:

The purposes for which PMCS Group, Inc. uses Personal Information, and the legal basis for such use are as follows:

- The provision of legal advice/services and response to inquiries. We engage in this activity to fulfil our ethical, legal and contractual obligations with our clients.
- Management of our business operations and administration of our client relationships. We engage in this activity to fulfil our ethical, legal and contractual obligations with clients and vendors.
- Enhancing the functionality of our website. We engage in this activity because we have a legitimate interest in monitoring how our website is used to help us provide better services to our website.
- Fraud and security monitoring purposes. We engage in this activity because we have a legitimate interest to detect and prevent fraud, crimes and other misuses of our websites and networks.
- Data analysis, to improve the efficiency of our Services and identify trends. We engage in this activity to manage our relationships with clients, to comply with legal obligations, and/or because we have other legitimate interests.
- Auditing internal process for proper functioning. We engage in this activity to manage our relationships with clients, to comply with legal obligations, and/or because we have other legitimate interests.
- Compliance with legal and regulatory obligations. We engage in this activity to manage our relationships with clients, to comply with legal obligations, and/or because we have other legitimate interests.
- To evaluate and consider individuals for employment and manage on-boarding procedures. We engage in this activity because we have a legitimate interest and/or to comply with our legal obligations.

PMCS Group, Inc. may aggregate and/or anonymize Personal Information, so it is no longer considered Personal Information. We do this to generate other data for our use, which we may use and disclose for any purpose.

Disclosure of Personal Information

We may disclose Personal Information to:

- Our subsidiaries, affiliates and joint venture partners
- Benefits
- Courts, arbitrators, mediators, and others as necessary to represent our clients

We may also disclose Personal Information as necessary to:

- Comply with applicable laws and regulations
- To cooperate with public and government authorities
- To cooperate with law enforcement
- To enforce our terms and conditions
- To protect our rights, privacy, safety or property, and/or that of our affiliates, or others.
- Effectuate any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings) with a third party

We do not sell or share your Personal Information as these terms are defined under applicable privacy laws.

Protection of Personal Information

We have implemented reasonable measures to secure Personal Information from accidental loss or destruction and from unauthorized access, use, alteration and disclosure. Unfortunately, no transmission or storage system can be guaranteed 100% secure.



Choices and Access

You have choices regarding marketing-related communications. If you no longer want to receive marketing-related emails from PMCS Group, Inc., you may opt-out by following the unsubscribe instructions in our marketing emails. If you would like to request to review, correct, update, suppress/delete, or object to or restrict processing of your Personal Information, or if you would like to request to receive an electronic copy of your Personal Information for purposes of transmitting it to another company, please contact us in accordance with the Contact Us section below. Much of the Personal Information we collect and process is not subject to individual rights under certain privacy laws. For example, Personal information subject to an evidentiary privilege, such as the attorney-client privilege and/or attorney work product protection, may not be subject to the rights available to individuals. We will respond to your request consistent with applicable law. If you are a California resident, please refer to the "Additional Information Regarding California" section at the end of this Privacy Policy for more information about the requests you may make under the CCPA.

In your request, please make clear what you are seeking in your request, including what Personal Information is subject to your request. For your protection, we may need to verify your identity before implementing your request. We will try to comply with your request as soon as reasonably practicable.

Retention Period

We will retain your Personal Information for as long as you are a client, an employee, the performance of our Services requires, and as long as our ethical obligations require.

Third Party Websites

The Website and Apps may contain links to unaffiliated third parties, such as LinkedIn. This Privacy Policy does not apply to such third-party sites. When you click a link to visit a third-party website, you will be subject to their website's privacy practices. We encourage you to review the privacy and security practices of any linked third-party website before providing any Personal Information on that website.

Contact Us:

If you have questions or concerns regarding our Privacy Policy or practices, you may contact us using the following details:

- **Email Address:** hrdocuments@pmcsgroup.net
- **Postal Address:**
PMCS Group, Inc.
2600 E. PCH, Suite 160, Long Beach CA 90804

Changes to this Privacy Policy

PMCS Group, Inc. reserves the right to change, modify and update this Privacy Policy from time to time by posting a revised version on our websites and by revising the "Effective Date" at the top of this Policy. If considered necessary, we will also notify you directly of any change. Therefore, we recommend you regularly consult this Policy to make sure that you are aware of any changes.

Additional Information Regarding the European Economic Area (EEA)

You can lodge a complaint with the data protection authority for your country or region, or where the alleged infringement of applicable data protection law occurs. However, before doing so, we encourage you to contact us directly to give us an opportunity to work directly with you to resolve any concerns about your privacy.



Additional Information Regarding California

California Consumer Privacy Act (CCPA)

Pursuant to the CCPA, as amended by the California Privacy Rights Act (CPRA) (collectively “California Privacy Laws”), we are providing the following additional details regarding the categories of Personal Information about California residents that we collected and disclosed in the preceding 12 months. This policy does not apply to our employees, contractors, owners, directors, or officers where the Personal Information relates to their current, former, or potential role at PMCS Group, Inc. California job applicants can review PMCS Group, Inc.’s Notice for Job Applicants Residing in California for more information about the Personal Information PMCS Group, Inc. collects when you apply for a position with PMCS Group, Inc.

We may collect the following information:

Category of Personal Information:	Business Purpose:	Sources of Personal Information:	Categories of Recipients:
Audio, electronic, visual, thermal, olfactory, or similar information	Audio/Visual – where required for regulatory reasons, to keep record of client instructions or other matters discussed To transcribe or prepare a written note of client interviews	Conference calls and video conferences with clients and other third parties Interviews with clients as part of client feedback program Video surveillance when visiting a PMCS Group, Inc. office Voicemail messages Audio and/or video recordings of interviews or depositions Directly from the individual	Our affiliates vendors and service providers where necessary to perform functions on our behalf Opposing parties, their counsel, courts, arbitrators, mediators, and others as necessary to represent our clients
Identifiers such as real name, alias, IP address, email address, account name, unique online identifier, social security number, driver’s license number, passport number, or other similar identifiers.	To provide legal advice, business services, and to respond to inquiries To manage our business operations and administer our client relationships To provide relevant marketing to you or your employer	Directly from the individual Our affiliates Counterparties to transactions or disputes Employers (i.e. clients) Agents or professional advisors authorized to disclose data on behalf of the individual Publicly available or subscription-based sources	
Personal Information Categories from Cal. Civ. Code §1798.80(e) including name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment	To address compliance and legal obligations (e.g. checking identity of new clients, prevention of fraud/money laundering, to protect the security of our networks, devices, and information) Mandatory disclosures and legal claims (e.g. to comply with any		



<p>history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.</p>	<p>subpoena, court order or other legal process or to comply with any regulatory, governmental or legally binding request)</p>		
<p>Characteristics of Protected Classifications under California or Federal Law Race, age, national origin, disability, sex, veteran status, philosophical or religious beliefs, sexual orientation, disability, gender identity, gender expression, marital status, familial status</p>	<p>Only as strictly necessary for the purposes identified above Solely to the extent required to comply with PMCS Group, Inc.'s legal or other best practice obligations (e.g. AML, equality laws, monitoring diversity and inclusion, etc.)</p>		
<p>Inferences Drawn from any of the PI identified above</p>	<p>We may draw inferences from information that we have received (such as, we may draw inferences from evidence received from or on behalf of our clients in legal proceedings; we may conclude that you are interested in receiving updates from us on developments in particular areas if you have attended firm-sponsored events; or we may conclude that applicable laws prohibit us from engaging with a prospective client based on information obtain through our Know-Your-Client compliance procedures)</p>		
<p>Professional or employment-related information</p>	<p>To provide relevant marketing to you (e.g. information about events or services that may be of interest) To provide legal advice,</p>		<p>Our affiliates vendors and service providers where necessary to perform functions on our behalf</p>



	business, services and to respond to inquiries		
Internet or other electronic network activity information including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an Internet Website, application, or advertisement	To make our website more intuitive To protect the security of our network, devices, and information	Via the firm's Website or Apps	To our service providers to the extent necessary for the provision of services on our behalf

Disclosure of Personal Information, No Sale

PMCS Group, Inc. has not and will not sell or share, Personal Information as defined or as contemplated by the California Privacy Laws in the preceding 12 months, nor in the future.

California Consumer Privacy Rights

As a California Consumer, you have the following rights:

- **Right to Know:** California Consumers have a right to submit a verified request for information from PMCS Group, Inc. regarding the specific pieces of Personal Information PMCS Group, Inc. collects and discloses for business purposes about the consumer.
- **Right to Delete:** In certain circumstances, you have the right to submit a verified request we delete Personal Information. Please note that the right to request deletion is subject to certain exceptions under California Privacy Laws.
- **Right to Correct Inaccurate Information:** You have the right to submit a verifiable request for the correction of inaccurate personal information maintained by PMCS Group, Inc., taking into account the nature of the personal information and the purposes of processing the personal information.
- **Right to Non-Discrimination:** PMCS Group, Inc. will not discriminate against California Consumers for exercising their rights under the CCPA.

PMCS Group, Inc., does not offer financial incentives or price or service differences in exchange for the retention of a California Consumer's Personal Information.

How to Submit a Verifiable Request

PMCS Group, Inc. will respond to requests from California Consumers in accordance with California Privacy Laws if it can verify the identity of the individual submitting the request. California Consumers can exercise these rights by contacting 562.498.0808 or by email at hrdocuments@pmcsgroup.net. PMCS Group, Inc. uses a tiered approach for verification of California Consumers. PMCS Group, Inc. will match pieces of information contained in the request with information already held by the firm. Where the request involves sensitive Personal Information, more data points will be required to match information maintained by the firm.

Please note, we may not be able to comply with your request if we are unable to confirm your identity or connect the information you submit in your request with Personal Information in our possession. Therefore, you should include information you have previously submitted to PMCS Group, Inc. for the verification process. If we are unable to verify you, we may request additional information.

If you have questions on how to submit a verified request, please contact hrdocuments@pmcsgroup.net